



Keep Cobb Beautiful Environmental Grant Program Guidelines and Special Requirements

Purpose: The purpose of the mini-grant project is to increase awareness about the environment through hands-on learning activities to improve and beautify the outdoor environment and increase recycling in Cobb County.

Objectives:

- Use natural settings as the context for learning and instruction
- Increase engagement and enthusiasm for learning
- Provide opportunities for community-based investigations that incorporate hands-on service-learning activities through an integrated, interdisciplinary instruction and collaborative teaching methods.
- Implement or enhance waste reduction and recycling

Funds: A maximum of \$200 per organization will be awarded. If an organization is selected, funds will be reimbursed to the organization for eligible expenses incurred. No money will be given for pre-award projects, non-allowable expenses or for future expenses.

Eligible Projects: Funds may be used for outdoor environmental improvement projects including:

- Outdoor classrooms
- Discovery trails
- National Wildlife Federation habitat certification
- Sensory or educational gardens
- Beautification projects
- Recycling/Waste Reduction program

The grant application may include multiple projects.

Application Process: Attached forms must be completed and submitted to Gwen Baldwin. Applications are accepted semi-annually.

Reporting & Deliverables: Applicants must:

- Observe and record the project from beginning to end through photos.
- Keep a project journal/ scrapbook with observations and input from the students.
- Keep track of materials needed for the project to ensure that they can share the project with other classes interested in the same project.

Deadline: First application deadline is 11/14/08; the second application deadline is February 27, 2009.
Report Deadline: End of Business Friday May 8, 2009

For more information, contact Gwen Baldwin at 770-528-1135, or email questions to keepcobbbeautiful@cobbcounty.org.

1. Grants are made available to any K-12 school in Cobb County or not-for-profit organization is eligible to apply.
2. Preference will be given to those applicants that have an active environmental program, environmental club, or existing recycling/environmental program.
3. Environmental grants are to be used to increase awareness about the environment through hands-on learning activities to improve and beautify the outdoor environment, promote recycling and composting. Additional consideration will be given to programs that are sustainable, focus on comprehensive waste reduction (i.e., water, solid waste, air), innovative or demonstration projects, as well as projects that specifically target outdoor gardens or water-efficient landscape practices.
4. Specifically, grants may be used for, but are not limited to the implementation of the following projects:
 - a) Outdoor classrooms
 - b) Discovery trails
 - c) National Wildlife Federation habitat certification
 - d) Sensory or educational gardens
 - e) Beautification projects
 - f) Recycling/Waste Reduction Programs

Money can be used to purchase equipment, supplies or outreach materials (maximum of 25% of total award) directly associated with the project. Funds may be used for travel or trainings for students or teachers if preapproved by KCB. Grants funds may not be used for personnel costs, administrative/overhead costs, food, furniture, or computer equipment.

5. Eligible award amounts for KCB grants will be determined by KCB in conjunction with the grant review panel. Awards may be less than amounts requested. Only one application per organization per year will be funded.
6. Applications must be submitted by mail or courier or in person by **5:00 PM on date of deadline**. Applications received after the application deadline will **not** be considered. **Applications by facsimile will not be accepted. The original application must bear an original signature of someone authorized to bind the organization in a legal contract.**
7. **All** equipment purchased and educational material produced with grant funds must credit the KCB grant program.
8. **All** educational material must be pre-approved by KCB **prior** to production or printing. KCB reserves the right to deny reimbursement for any material that has not been pre-approved.
9. Grant awards are made for one (1) year. Grantees may apply for one 30-day extension. An extension must be requested in writing and approved by KCB thirty days in advance of the grant expiration date.
10. If successive grants are awarded to an applicant, any obligations on an outstanding grant must be fulfilled before any reimbursements are made on a new grant. Failure to resolve outstanding grants will render the organization delinquent and ineligible for reimbursement on new grants.
11. The method of payment will be on a **reimbursement** basis. Grantees will submit a reimbursement form (provided by KCB) along with copies of invoices and checks written for grant expenditures. Reimbursement should not be requested until goods have been provided to the Grantee or until services are performed for the Grantee. Original receipts, vouchers, purchase

orders and other documentation must be maintained by the grantee for two fiscal years **after the close of the grant**. Reimbursements will be made upon receipt of the final report

12. Changes in scope or budget or modifications to the grant agreement must be requested in writing and approved by KCB.
13. **All** purchases of goods and services shall be made according to the established local government procurement (bid) requirements and policy.
14. All Grantees are required to submit a final report packet to KCB at the close of their project. KCB will provide the official grant close-out form which must be included along with a project summary detailing the goals of the project, whether they were achieved, photographs, video or other proof of the completed grant.
15. Revenues generated from the project, including interest, shall be reinvested in the project.
16. KCB shall have the right to terminate a grant award and demand refund of grant funds for non-compliance with the terms of the grant award or these guidelines.